Managing Trustees Annual Returns Checklist

The below questions used to appear within the annual returns checklist. However, although they been removed, they may still assist you in fulfilling your obligations as a managing trustee.

These could be considered as part of an annual review at a Church Council each year.

Please note that this is not a complete list, merely guidance to ensure that you keep in mind certain areas of responsibility on an annual basis. It is suggested that reference should be made to specific District or Circuit requirements.

Property - please refer to www.methodist.org.uk/property for guidance and forms			
		Yes/No	**Action**
1.	Do you have an update to date Access Audit?		
2.	Do you have an up to date gas certificate, if relevant?		
3.	Do you have an up to date electrical certificate?		
4.	Do all portable electronic appliances have up to date PAT test certificates?		
5.	Has the Church Council (or equivalent) adhered to their property responsibilities under Standing Order 941?		
6.	Have the Circuit Managing Trustees adhered to their property responsibilities under Standing Order 954?		
7.	Are there any rights of way affecting any of the property?		
8.	If yes, are suitable agreements in place?		
9.	You may wish to refer to the list of other property related annual inspections and further information which can be found on: www.methodist.org.uk/property/inspections.		

Legal			
		Yes/No	**Action**
10.	Is the property used by outside organisations/third parties?		
11.	If yes, is the correct legal documentation in place, and have the appropriate levels of consents been obtained?		
12.	Have these arrangement been reviewed in the last 12 months?		
13.	If there are leases in place which are subject to a rent review, has the rent been reviewed by a qualified surveyor in accordance with the terms of the lease?		
Insurance			
		Yes/No	**Action**
14.	Are all insurance premiums paid up to date?		
15.	Has there been any significant change of circumstance in the last year which might influence the assessment of the risk?		
16.	If yes, has the insurer been informed?		
17.	If yes, has the insurer been informed of these circumstances?		
Storage and disposal of documents			
		Yes/No	**Action**
18.	Is the registered title document deposited in the circuit safe? Note the location of property title deeds, if these are not in the circuit safe.		

19.	Have all documents of title and other documents relating to this property been compared with the register as required by SO 903? *(Please note this does not apply to documents of title relating to land in the Isle of Man or the Channel Islands, where the documents of title will need to be dealt with in accordance with the relevant law in force in the respective jurisdictions.)*		
20.	Have any agreements or other legal documents been executed during the year?		
21.	If yes, have all drafts of any such agreements or legal documents been approved by the Trustees for Methodist Church Purposes (TMCP)?		
22.	Please ensure that you have noted down the location of the Registration Certificate for Public Worship and that access to this is restricted appropriately		
23.	Ensure that the following are safely stored and destroyed as appropriate and as per Standing Order 015 and the retention schedules www.methodist.org.uk/for-churches/office-holders/archivists a) Certificate for Solemnisation of Marriages b) Marriage Register c) Baptismal Register d) Old minute Books and other completed books relating to Church Council (or equivalent) e) Deeds f) Land Certificate		
Capital and Revenue			
		Yes/No	**Action**
24.	Has any new liability been incurred during the year on either capital or revenue?		
25.	If yes, have details been noted by the Trustees in meeting minutes or similar?		

26.	If yes, was any security given by way of promissory note, guarantee or mortgage? (which would also need the approval of TMCP).		
27.	If yes, was the consent of the district obtained?		
28.	Has the Standard Form of Accounts been completed, and signed by the auditor/independent examiner?		
29.	Has any new legacy or gift been received during the year?		
30.	If yes, have details of this been noted by the Trustees in meeting minutes or similar?		
31.	If yes, has it been notified to TMCP who will inform you as to where the monies should be invested in order to comply with SO 915?		

Membership

		Yes/No	**Action**
32.	Is the membership of the Church Council (or equivalent) (managing trustees) as constituted by Standing Order (613) properly recorded?		
33.	Do you have any members below the age of majority?		
34.	If yes, are the names of any below the age of majority noted?		
35.	Please confirm compliance with the Data Protection Policies held on TMCP's website. If you have trouble accessing the policies on the webpage, please contact TMCP for the password.		
36.	Has Health and Safety been reviewed in line with the annual statutory requirement and the Church's/Circuit's Health and Safety Policy?		

Safeguarding			
		Yes/No	**Action**
37.	Has the church safeguarding policy been agreed?		
38.	Has the date been set at which the Church Council (or equivalent) formally reviews the safeguarding policy? (should be annually)		
39.	Is the following safeguarding information displayed prominently in the church?		
40.	Click on the link to obtain copies of the safeguarding commitments and key contacts posters, completed in line with the guidance; www.methodist.org.uk/safeguarding/policies-procedure-and-information/posters Or alternatively do you have similarly designed local equivalent which contains the policy commitments contained within the Safeguarding Policy, Procedures and Guidance for the Methodist Church and similar contact information: The poster should also contain details of where a hard copy or digital version of the local safeguarding policy can be found. A copy of the local safeguarding policy based on the templates is available here; www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance		
41.	On what date was the safeguarding information on display last checked?		
42.	Are there other denominations or user groups who are required to have in place a safeguarding policy using the premises?		
43.	If yes, has the Church Council (or equivalent) examined their policy and approved them?		

44.	If yes, are their safeguarding policies on display in the area that they use during their agreed hours of usage?		
45.	Are all safeguarding records kept in accordance with the Retention Schedule, which can be located on www.methodist.org.uk/for-churches/office-holders/archivists		
46.	Are all office holders aware of the terms of SO 010 concerning the holding of office, duty or responsibility?		
47.	**IMPORTANT - ACTION REQUIRED:** Has the CHURCH COUNCIL agreed systems to ensure the requirements of Standing Order 690 "Arrangements For Involvement" can be met, should they be needed, in conjunction with the SUPERINTENDENT and DISTRICT SAFEGUARDING OFFICER?		